



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO  
BUMEDINST 5511.1G  
BUMED-912  
3 Jul 2001

BUMED INSTRUCTION 5511.1G

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: MANAGEMENT OF CLASSIFIED MATERIAL

Ref: (a) SECNAVINST 5510.30A  
(b) SECNAVINST 5510.36  
(c) BUMEDINST 5510.7  
(d) BUMEDINST 5430.6  
(e) NTP 3(I)  
(f) SECNAVINST 5216.5D  
(g) SECNAVINST 5214.2B

1. Purpose. To prescribe policies and procedures for control, distribution, classification, marking, preparation, reproduction, and destruction of classified material within the Bureau of Medicine and Surgery (BUMED) per references (a) through (f).

2. Cancellation. BUMEDINST 5511.1F and BUMED 5510/5.

3. Control and Responsibilities

a. General. One of the greatest dangers to security is the disclosure of classified information to unauthorized persons. All persons entrusted with classified material or who have knowledge of such material must protect it from compromise through unauthorized disclosure, salvage, theft, inspection, or photography. Each person is responsible for any act or failure, which contributes to its compromise. Delegation of authority for personnel to have access to classified material does not relieve the designator of the responsibility of assuring the material is properly safeguarded. Every employee, whether cleared for access to classified material or not, is responsible for understanding and observing these regulations.

b. MED-912 is the command security manager. Specific duties and responsibilities are listed in reference (a).

c. Assistant Chiefs and Special Assistants must assure regulations for the control and safeguarding of classified material are enforced in offices under their jurisdiction. They must make periodic checks to ensure:

(1) Only those individuals with a real need-to-know are authorized access to classified information.

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(2) Clearances are commensurate with the classification of material.

(3) No unnecessary delays are experienced in handling classified material.

(4) All classified material received from any source inside or outside the command, is hand-carried to MED-912 for accountability and control.

d. Division Directors and Special Assistants are responsible for:

(1) Safeguarding classified material under their cognizance.

(2) Submitting BUMED 5510/6 (Rev. 4-01), Division Security Assignment, to MED-912, showing individuals designated to receive and sign for classified material. Updates are required on 1 January and 1 July or whenever personnel changes occur.

(3) Continuing evaluation of personnel under their cognizance for access or continued access to classified information. They must ensure any adverse information on individuals having access or being cleared for access to classified information is reported to MED-912.

e. Division Security Officers, besides the physical security duties listed in reference (b), are responsible to their division directors for indoctrination and training of all authorized personnel in procedures for handling classified material. The following minimum requirements must be covered:

(1) Preparation and marking of classified material.

(2) Classified material must be stored in an approved General Services Administration container at the end of each working day and in the event of fire or emergencies.

(3) Development of security-oriented working habits to ensure classified material is not left in inappropriate places (in desks, on top of bookcases or filing cabinets, etc.).

(4) Hand-carry all classified material, including typewriter ribbons used to type classified correspondence, to MED-912 for destruction.

(5) Discussion of classified information over unsecured telephones or in areas where unauthorized individuals may overhear the conversation is not authorized.

(6) Establishment of procedures at control points to ensure classified material is properly controlled and accounted for at all times.

(7) Advise personnel who have access to classified information of the hazards of disclosure to any unauthorized person. Ensure personnel are aware of the disciplinary action that may result from violation of security regulations in reference (a).

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(8) Inventory all classified material in their charge semiannually on 30 June and 31 December and forward completed inventories within 15 working days to MED-912. The inventory must list the classified material by calendar year in descending order and by the assigned BUMED control number shown in the upper right hand corner of the correspondence or message. All classified material on the inventory exceeding 3 years of age must be accompanied by a separate written justification indicating a current need to further retain the material within the code. Current need is defined, as essential material required for the conduct of day-to-day operations. Material being held as "need-to-know," "someday this will come in handy," or similar reason is not considered (essential material) an adequate justification.

(9) Report by memorandum to MED-912 and assist in the investigation of lost or compromised classified material.

#### 4. Distribution Procedures for Classified Material

a. Incoming. Hand-carry to MED-912, Building 5, room 5218, all classified material including mail addressed to individuals by name or classified material hand-carried to BUMED from other commands, offices, or agencies. Hand-carrying of classified material to MED-912 is to be accomplished by personnel authorized to handle classified material. Classified material received after normal working hours will be given to the BUMED Telecommunications Center, MED-95, Building 1, room 1005 for safekeeping and delivery to MED-912 on the next workday.

b. Recording. MED-912 records pertinent data, establishes routing, and assigns a BUMED control number on the BUMED IN/OUT Destruction Message Log or the Classified Material Control/Route slip or sheet (BUMED 5511/3 (Rev. 1-90)). Two copies of the form are attached to the material and become an integral part of the classified material. One copy is to remain with the material at all times and the other copy is for the secondary control point file. Detailed and self-explanatory instructions regarding disposition, additional routing requirements, etc., are included on the BUMED 5511/3 (Rev. 1-90). Entries made by MED-912 shall not be altered or deleted. Notes or comments made during the course of this document review are restricted to the remarks section of the form.

c. Routing. Routing is determined by MED-912 based on the subject matter and the duties and functions in reference (c). Classified material of interest to only a specific code will be forwarded to that code. Return by an authorized person to MED-912 any material misrouted or requiring additional routing, for revision of control records and further routing. Inform MED-912 whenever the requirement for "need-to-know" no longer exists so the routing index can be revised. Under no circumstances will messenger service be used for routing classified mail between codes. All classified material must be routed through MED-912 for accountability and control.

d. Staffing. Classified material requiring clearances or comments before submission for signature, may be hand-carried by appropriately cleared personnel from the originating code to

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clearing codes when clearance can be obtained immediately, and the carrier remains at the clearing code to return the material to the originating code. Material requiring extensive clearance will be given to MED-912 for forwarding to clearing codes.

e. Outgoing. Classified material complete with signature, date, serial number, all copies, enclosures, and addressed envelopes must be hand-carried by an authorized person to MED-912. It will be checked for sufficient number of copies, accuracy of address, and completeness of enclosures. Incomplete correspondence will be returned to the originator for correction. After review, correspondence being sent by the postal system will be recorded, prepared for mailing, and assigned a registered number by MED-912. Correspondence designated to be hand-carried within the Washington, DC, area will be recorded. MED-912 will give the package to an outside messenger or to the originator's personnel holding an appropriate clearance commensurate with the degree of classification assigned to the correspondence for delivery. ***Caution: Do not place classified material in outgoing baskets for pick-up and delivery by BUMED mailroom clerks.***

#### 5. Procedures for Classified Messages

a. All classified messages will be controlled and viewed under the direction of MED-95, the Command Telecommunications Center, Building 1, room 1005.

b. MED-95 will notify the appropriate code when a classified message is received.

c. Printed messages will be given a control number and logged in the record log. This record log will be used as a receipt for classified messages being retained and destroyed.

d. The classified message record log must be renewed semiannually, on 1 January and 1 July. This record log is provided by MED-95 to MED-912 for accounting and inventory.

6. Procedures for Classified Messages After Hours. Any personnel who receive classified messages after normal working hours will take the message(s) to the Telecommunications Center, Building 1, room 1005. If the Telecommunications Center is closed, the officer of the day is to be notified at (202) 762-3211. The officer of the day will place the classified message(s) into the safe container for safekeeping and contact the Telecommunications Center (see recall bill) for accounting and control. The Telecommunications Center will follow the procedures for classified message(s) in paragraph 5 above.

#### 7. Outgoing Classified Messages

a. Classified messages shall not be prepared for transmission on any on-line computers (connected to LAN).

b. Classified messages shall be handwritten (legible) on plain paper and hand-carried to MED-95, the Telecommunications Center, to be reviewed and prepared for transmission.

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c. A comeback copy will only be issued to codes with security containers registered by MED-912.

d. Personnel may review comeback copies and a date-time-group indicator will be provided for outgoing messages to personnel with appropriate security clearance.

## 8. Classification Designations

a. General. Information or material requiring protection against unauthorized disclosure in the interest of national security will be classified in one of three designations: Top Secret, Secret, or Confidential. The markings "For Official Use Only" and "Limited Official Use" are not to be used to identify classified information. No other terms such as "Sensitive," "Conference," or "Agency" will be used in conjunction with the authorized classified designations.

b. Top Secret. Applied to any information or material that unauthorized disclosure of could reasonably be expected to cause exceptionally grave danger to national security. Examples of exceptionally grave danger include armed hostilities against the U.S. or its allies. Disruption of foreign relations vitally affecting national security, the compromise of vital national defense plans or complex cryptographic and communications intelligence systems, the revelation of sensitive intelligence operations, and the disclosure of scientific or technological developments vital to national security.

c. Secret. Applied to information or material that disclosure of could reasonably be expected to cause serious damage to include disruption of foreign relations. Significantly affecting national security, significant impairment of a program or policy directly related to national security, revelation of significant military plans or intelligence operations, and compromise of significant scientific or technological developments relating to national security.

d. Confidential. Applied to information or material that unauthorized disclosure of could reasonably be expected to cause damage to national security. Examples include information indicating strength of ground, air, and naval forces; and performance characteristics, test data, design, and production data on U.S. weapons systems and munitions.

## 9. Original Classification Authority (OCA)

a. Top Secret. Only the Secretary of the Navy can delegate original Top Secret classification authority. The Chief, BUMED has been designated original Top Secret classification authority for all Navy Medicine.

b. Secret and Confidential. The Director of Naval Intelligence (N2) designates original Secret classification authorities. The delegation has been made to the Chief, BUMED. Holders of OCA are not authorized to delegate their authority. In the absence of the OCA, the person

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authorized to act in his or her absence may exercise the classification authority. The Department of the Navy does not specifically designate Confidential classification authorities. Those officials holding Top Secret and Secret authority may exercise Confidential authority. All material being originally classified Secret or Confidential must be presented to Chief, BUMED for signature.

#### 10. Derivative Classification

a. Derivative application of classified markings is the responsibility of those who incorporate, paraphrase, restate, or generate in new form, information which is already classified or those who apply markings following guidance from an OCA. Persons who apply derivative classification must take care to determine whether their paraphrasing, restating, or summarizing of classified information has removed all or part of the reason for classification. Persons who apply such derivative classification markings must:

(1) Respect original classification decisions.

(2) Verify the current level of classification of the information so far as practical before applying the markings.

(3) Carry forward to any newly created documents the assigned dates or events for classification or a notation the information cannot be automatically declassified without the approval of the originating agency.

b. Information extracted from a classified source will be classified or not classified using the classification markings shown in the source document. The overall markings and internal markings of the source document should supply adequate classification guidance to the person making the extraction. If internal markings are lacking and no classification guidance is provided, the extracted information or material will be classified to correspond to the overall markings of the source, or the classification of the source material. Persons who extract must verify the current level of classification of the information extracted.

#### 11. Accountability of Classifiers

a. Each classifier is accountable for the propriety of the classifications assigned by him or her whether by use of OCA or by derivative classification.

b. An official with command signature authority must sign or finally approve a document or other material marked to reflect a particular level of classification. The official will review information it contains to determine if the classification markings are appropriate. If the classification markings are not supportable, the official will have the markings removed or changed to accurately reflect the classification of the information involved before issuance.

12. Duration of Original Classification. When the original determination is made to classify information Top Secret, Secret, or Confidential, a simultaneous decision must be made about the duration of the classification. Classified information can remain classified for as long as required by national security considerations or a specific date or event for downgrading or declassification can be determined.

13. Basic Marking Requirements. At the time of origin, the following must be shown on the face of all classified documents or clearly associated with other forms of classified information in a manner appropriate to the medium involved:

a. The agency and office of origin.

b. Classification authority

(1) For original classification, the identity of the classification authority, by position and title, unless the signer or approver of the document.

(2) For derivative classification, the source, either a source document or classification guide. If classification is derived from more than one source, the phrase "multiple sources" will be shown and the identification of each maintained within the file or record copy of the document. Record this information on MED-912 file copy of outgoing correspondence.

c. The overall classification of the document.

d. The date or event for automatic declassification or the notation "Originating Agency's Determination Required" (OADR).

e. Any downgrading action to be taken and its date or event.

f. Any additional warning notices.

14. Standard Markings. At the time of origin, each classified document is marked on its face with standard markings as follows:

Classified by.....(See Note 1)

Declassify on.....(See Note 2)

Downgrade to.....(See Note 3)

Note 1. If original classification, insert identification of OCA. This line may be omitted if the OCA is also the signer or approver of the document. If derivative classification, insert identity of the security classification guide, source document, or other authority for classification. If more than one source document is applicable, insert the words "multiple sources."

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Note 2. Insert the specific date or event certain to occur. If a specific date or event cannot be determined, the notation "Originating Agency's Determination Required" or "OADR" is used. When multiple sources are used, the classification date of the longest duration applicable to any of the source material is applied to the new document. If a specific date or event cannot be determined or a source document is marked for review, insert the notation "Originating Agency's Determination Required" or "OADR."

Note 3. This marking is required only when downgrading is applicable. Insert "Secret" or "Confidential" and the specific date or event, e.g., "Downgrade to Confidential on 7 Jun 92." For classification and specific date or event, e.g., "DNG/C/7 Jun 92."

## 15. Overall and Page Markings

a. The overall classification of a document must be marked, stamped, or permanently affixed, centered at the top and bottom of the front cover (if any), on the title page (if any), on the first page and on the outside back cover (if any). Each interior page of a classified document must be marked or stamped at the top and bottom showing the highest overall classification of the document.

b. Major components of some documents are likely to be used separately. In such instances, each major component will be marked as a separate document. Examples include each annex, appendix, or similar component of a plan, program, or operations order; attachments and appendices to a memorandum or letter; or each chapter of a report or document.

## 16. Portion and Paragraph Markings

a. Each portion, section, part, paragraph, or subparagraph of a classified document will be marked to show the level of classification, or the section, portion, part, paragraph, or subparagraph is Unclassified. A document or portions of a document must be clearly marked to avoid any uncertainty in revealing any portions that must be protected. Classification levels of portions of a document will be shown by the appropriate classification symbol placed immediately following the portion letter or number, or in the absence of letters or numbers, immediately before the beginning of the text. The parenthetical symbols (TS) for Top Secret, (S) for Secret, (C) for Confidential and (U) for Unclassified, will be used. When appropriate, the symbols (RD) for Restricted Data and (FRD) for Formerly Restricted Data will be added, e.g., (S-RD) or (C-FRD).

b. Except where a source of intelligence would be revealed, sections, portions, parts, paragraphs, or subparagraphs of U.S. documents containing foreign government information must be marked to reflect the country or international organization of origin as well as the appropriate classification, e.g., (NATO-S) or (UK-C).



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c. The classification of the text of the lead-in portion of a paragraph will be indicated at the beginning of the text with the appropriate parenthetical symbol. The classification of subordinate portions of subparagraphs will be shown by the appropriate parenthetical symbol immediately following the portion letter or number. In the absence of letters or numbers, classification will be shown immediately before the beginning of the paragraph or subparagraph.

17. Subjects and Titles. Select subjects and titles, if possible, which do not require classification. A classified subject or title may be used when necessary to convey meaning. In that instance, an Unclassified short title will be added for reference purposes. Mark the subject or title with the appropriate parenthetical symbol showing its classification.

18. Electronically Transmitted Messages. Mark classified messages at the top and bottom with the assigned classification and paragraphs in the manner prescribed for documents. The first item of information in the text of a classified message will be the overall classification of the message. The highest level official identified on the message as the sender or, in the absence of such identification, the head of the organization originating the message, is considered to be the classifier of the message. "Classified by" lines are not required on messages, but do require a "declassify on" line (abbreviated-DECL) and if appropriate, downgrading information. (See Note 3 of paragraph 14.) The originator is responsible for maintaining adequate records to show the source of derivative classification. Messages containing RD or FRD do not have to show downgrading or declassification, but the originator's record copy must indicate the basis of classification. Copies not electronically transmitted (such as mail or courier copies) will be marked as shown in paragraph 10.

19. Warning Notices

a. General. When applicable, one or more of the following warning notices must be prominently displayed on classified documents or materials in addition to the foregoing marking requirements. On documents, these warning notices will be conspicuously marked on the outside of the front cover or the first page if there is no front cover. When display of warning notices on other materials is not feasible, the warning will be included in written notification of the assigned classification. Transmittal documents, including those that are Unclassified will bear the warning notice applicable to the material enclosed (see paragraph 22).

b. Restricted Data or Formerly Restricted Data. For classified information containing RD or FRD, as defined in the Atomic Energy Act of 1954 as amended, those markings prescribed by the Department of Energy are to be applied. Currently, they are:

(1) Restricted Data. This material contains RD as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

(2) Formerly Restricted Data. Handle as RD in foreign dissemination. Unauthorized disclosure subject to administrative and criminal sanction (section 144.b., Atomic Energy Act of 1954).

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c. Distribution and Reproduction Notice. For classified information the originator has determined is subject to special distribution and reproduction limitations show the following:

(1) Reproduction requires approval of originator or higher DOD authority.

(2) Further distribution only as directed by (insert appropriate activity or official) or higher DOD authority.

d. Intelligence Sources and Methods. For classified information on intelligence sources and methods, include the following warning notice:

**WARNING NOTICE--Intelligence Sources or Methods Involved**

20. Transmittal Documents or endorsements added to basic correspondence must show on their face the highest classification of the information contained in the basic document. Include a legend showing the classification of the transmittal document or endorsement standing alone. For example, an Unclassified document, which transmits a classified document as an enclosure, will show a notation as follows: "Unclassified--Upon removal of enclosure."

21. Preparation of Outgoing Classified Correspondence

a. Mechanics and Formats. Contained in reference (e).

b. Clearance. MED-912 must clear the correspondence before presentation of material for signature. MED-912 will check correspondence to ensure markings are affixed to the document.

c. Copies Required

(1) Letterhead original for addressee with enclosures (if any).

(2) Copy for all other addressees with enclosures (if any).

(3) Copy with enclosures (if any) for return to originator after recording by MED-912.

d. Envelopes

(1) Letter-size Correspondence. Prepare two opaque envelopes. Outer envelope addressed following the Standard Naval Distribution List Parts I and Part II. Inner envelope stamped with the classification marking equal to the classification of the enclosed correspondence and addressed in the same manner as the outer envelope. Ensure outer envelope is large enough to hold inner envelope and material being transmitted. Include envelopes with the outgoing correspondence and hand-carry to MED-912. Outgoing classified correspondence hand-carried to MED-912 not prepared per this instruction will be returned to the originator.

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(2) Bulky Documents or Material. Prepare address labels and hand-carry to MED-912 for packaging. Outgoing classified correspondence hand-carried to MED-912 not prepared per this instruction will be returned to the originator.

22. Working Papers. Working papers are documents, including drafts, photographs, etc., accumulated or created to assist in the formulation and preparation of a finished document. Working papers containing classified information must be:

- a. Dated and marked as working papers when created.
- b. Marked on each page with the highest classification of any information contained in the document.
- c. Protected by the classification assigned.
- d. Hand-carried to MED-912 for destruction when they have served their purpose.
- e. Marked, accounted for, and controlled in the same manner prescribed for a finished document of comparable classification when:

(1) Released by the originator to another command or transmitted through message center channels within the command.

(2) Placed permanently in a file system.

(3) Retained more than 180 days from date of origin.

(4) Containing Top Secret information.

f. Store classified working papers in an approved container. If your code does not have an approved security container, return to the custody of the Top Secret Control Office, MED-912, Building 5, room 5218, at the end of each working day.

23. Reproduction. Top Secret designated material cannot be reproduced without the consent of the originator or higher authority. All other classified material will be reproduced sparingly, with the minimum number of copies, and any stated prohibition against reproduction will be strictly observed. Reproductions will be made by MED-912 only and controlled following paragraph 4b. To eliminate excessive control procedures and to prevent loss of uncontrolled copies, classified material being furnished as enclosures or attachments to an outgoing document will be reproduced by MED-912 after the correspondence has been signed and is delivered to MED-912 for mailing.

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24. Destruction. Hand-carry all classified material, including typewriter ribbons, to MED-912, Building 5, room 5218 for destruction. MED-912 is responsible for destruction and accountability procedures for all classified materials.

25. Foreign Travel Briefing. Any individual traveling to a foreign country must report all travel to the Security Manager 30 days prior to leaving. To ensure travelers are fully prepared for any particular security or safety concerns the foreign travel may introduce. Foreign travel briefings are required by those individuals who have access to classified information, however an Unclassified version may be given to dependents, or others who do not have access. Individuals with Sensitive compartmented information access must contact their special security officer for a foreign travel briefing.

26. Visitor at BUMED. All visitors who visit BUMED restricted areas must have an OPNAV 5521/27, Visitor Request or Visit Authorization Request faxed to (202) 762-1752 or mailed to the Command Security Office, MED-912 before arriving. No individuals will be allowed to hand-carry their own visitor request to the command.

27. Security Training. A classified information briefing is given to new personnel at the time of check-in. A security refresher briefing is given once a year to enhance security awareness to those who have access to classified information.

28. Forms. BUMED 5510/6 (Rev. 4-01), Division Security Assignment and BUMED 5511/3 (Rev. 1-90), Classified Document Route/Control are stocked in MED-912, Building 5, room 5218 for exclusive use by MED-912.

29. Report Exemption. The requirement contained in paragraph 3d(3) is exempt from reports control by reference (g).



D. C. ARTHUR

Deputy